

Steps to Proceed with a Development Grant

The following steps summarize the 'Terms and Conditions' the district is required to sign to receive development grant funds. A few steps have been added to clarify the process. The district shall coordinate with its SFB Liaison to proceed with the project.

Step I: The district signs the 'Terms and Conditions' and sends a copy to the SFB.

Step II: The district provides a project timeline to the SFB Liaison.

Step III: The district submits the RFI/RFQ to the SFB for review and approval prior to posting/issuance. Once approved, the district may issue the RFI/RFQ according to the district's procurement rules.

Note: The grant funds are authorized only for the sites proposed in the original application.

Step IV: If the district has committed funds beyond the grant funds requested, the district shall submit the board resolution of the actual cost committed in the original application.

Note:

1. If the actual project cost is higher than the grant awarded, the district shall supplement the cost.
2. If the actual project cost is lower than the grant awarded, the SFB shall only fund the actual cost.
3. If the actual project cost is lower than the total estimate in a project with committed district funds, the savings will be divided evenly between the grant funds and the district funds by a percentage of funds committed.

Step V: The district submits the contract documents to the SFB for review and approval prior to signing. Once approved, the district may sign the contract documents and issue a Notice to Proceed to the consultant/vendor.

Note: The district shall sign a contract within four months of the SFB's approval of the grant award. The award was approved on April 3, 2008.

Step VI: As the consultant/vendor submits progress payments, the district shall forward the invoices to the SFB for payment. The SFB will make progress payments as per the contract. If the district has supplemented the project cost beyond the grant funding, the SFB will pay a portion of each pay application based on the percentage of funding.

Note: The SFB will not send any grant funds in advance.

Step VII: The district shall send a copy of the final audit report to the SFB Liaison.